

FREE RESOURCE · TEMPLATE

Hotel Compliance Calendar

For Caribbean hospitality teams

Keep recurring inspections, licences, certificates and readiness checks in one place. Give every item an owner, a due date and an evidence location so the record is easier to produce when somebody asks.

WHAT'S INSIDE

- 13 named hospitality obligations
- Next-due date tracking
- Five-step setup guide
- Named owner roles
- Evidence location field
- Caribbean source notes

How to use this template

Five steps, about an hour of setup, then a ten-minute review each month.

- 1 Confirm what applies**
 Review the named items against your country or territory, property type and services. Remove anything that does not apply and add your one property-specific item.
- 2 Assign a real owner**
 Use a role such as Chief Engineer, Executive Chef or People Manager. Avoid broad labels such as Maintenance or HR.
- 3 Enter the next due date**
 Use the actual next date. Do not rely on the frequency column alone.
- 4 Record where evidence lives**
 Use the agreed folder, certificate file, inspection record or system location where another manager can find the proof.
- 5 Review it each month**
 Check overdue and upcoming items, update renewed dates and change the owner when responsibilities move.

Who this is for. General Managers, Operations Managers, Chief Engineers, Executive Chefs, People leads and property managers at Caribbean hotels, resorts, restaurants and villa groups.

IMPORTANT

Requirements vary by country, territory, property type and service. Verify with the relevant authorities. This is a planning aid, not legal or regulatory advice.

The register

One row per recurring obligation. The frequencies below are practical seed values, not a statement of law across every Caribbean jurisdiction.

REQUIREMENT	HOW OFTEN	OWNER	NEXT DUE	EVIDENCE HELD AT	DONE
Fire alarm & detection test	Monthly	[Chief Engineer]	[Date]	[Location]	☐
Emergency lighting test	Monthly	[Chief Engineer]	[Date]	[Location]	☐
Potable water sampling	Quarterly	[Chief Engineer]	[Date]	[Location]	☐
Pool water chemistry log review	Weekly	[Chief Engineer]	[Date]	[Location]	☐
Food-safety kitchen inspection	Monthly	[Executive Chef]	[Date]	[Location]	☐
Food handler certification	Per staff / annual review	[People Manager]	[Date]	[Location]	☐
Hurricane readiness review	Pre-season	[General Manager]	[Date]	[Location]	☐
Evacuation drill	Half-yearly	[Safety Lead]	[Date]	[Location]	☐
First-aid training currency	Annual review	[People Manager]	[Date]	[Location]	☐
Lift / elevator inspection	Annual	[Chief Engineer]	[Date]	[Location]	☐
Generator load test	Monthly	[Chief Engineer]	[Date]	[Location]	☐
Operating licence renewal	Annual	[General Manager]	[Date]	[Location]	☐
Liquor licence renewal	Annual	[General Manager]	[Date]	[Location]	☐
[Property-specific item]	[Frequency]	[Role]	[Date]	[Location]	☐

A spreadsheet is a start. CaribSafe keeps the record for you.

CaribSafe connects recurring checks, staff records, evidence and follow-up so managers can see what needs attention without rebuilding the story from paper, spreadsheets and messages.

[Book a 20-minute walkthrough](#)

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